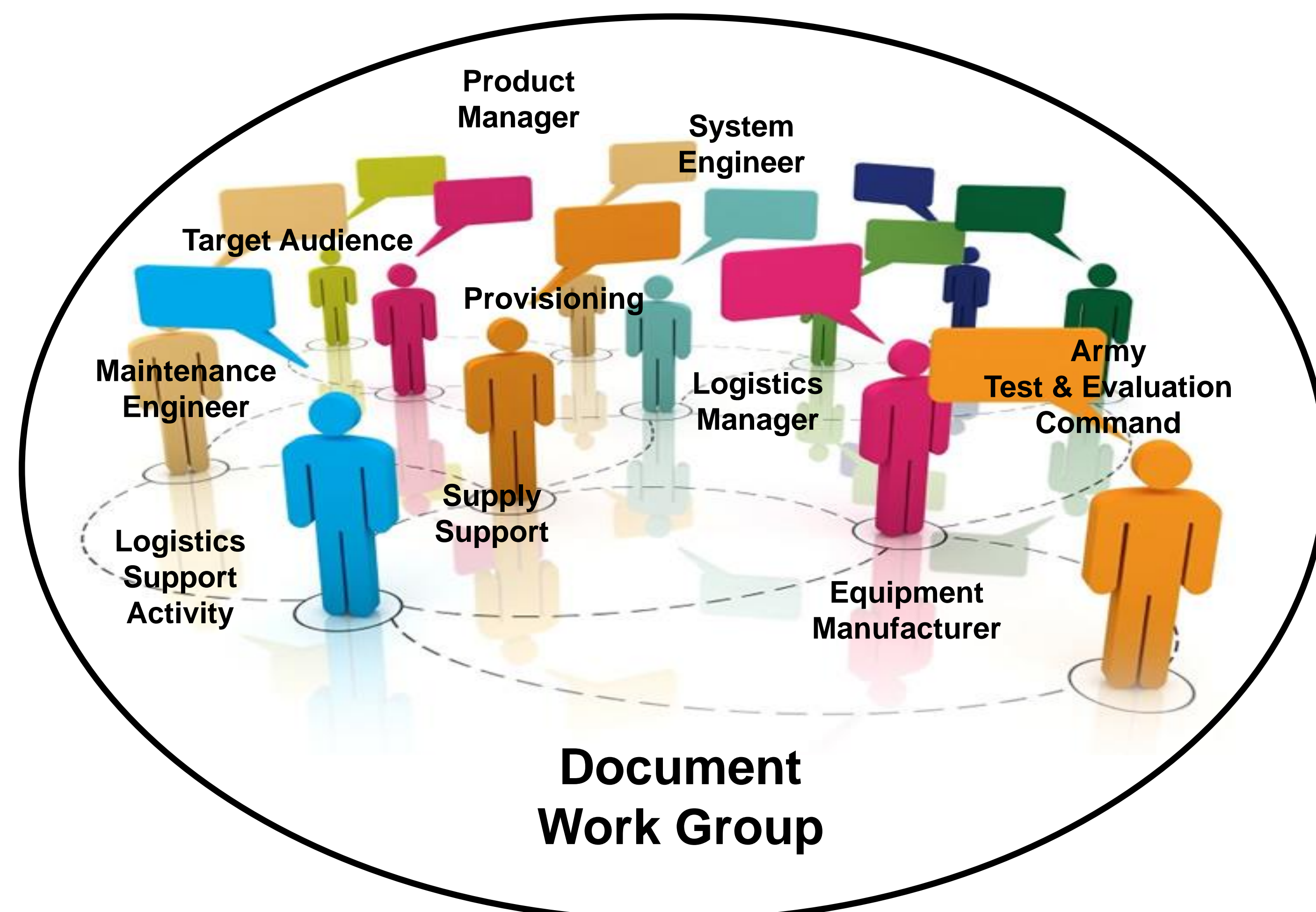# Documentation
Building a Project out of Paper

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Project Documentation

Project Documentation can make or break a project. The Pubs and Document Development Branch of ECBC develops documentation in every area of project management and logistics support. Documents, like these, establish the records that form the foundation of a project. Our pro-active approach ensures that important documentation is created accurately and on time. From Independent Logistics Assessments, Design Reviews, Program Events, and Milestone Decision Reviews, documents are pushed through the schedule to ensure stakeholders have it on time.

Background/Leverage Points

Documents are often considered to be a burden. Working with the Pubs and Document Development Branch transfers the burden and allows the project to be moved through the schedule. Associated documents are supported with technical data and aligned with program goals. Each specialty area is contacted for input and feedback via a Document Work Group.

Mitigate Risks

Early buy-in facilitates successful execution of key program events such as, Test, Logistics Demonstration, TM Verification, Material Fielding Plan, and other program documentation necessary to field a system. Include all stakeholders in each review of the document to intercede and resolve unforeseen conflicts well in advance of critical event.

Risk	Document Mitigation
Schedule delay	Update Integrated Master Schedule routinely
Reduce unknown variables	Record lessons learned
Establish a method to avoid risk	Document facts behind the decisions

Potential Applications

Contract Documents
• Request for Information
• Request for Proposal
• Integrated Master Schedule Review
• Requirements traceability Matrix
• Performance Work Statement
• Statement of Work

Training Materials
• Test Prep and Safety Training
• Technical Guides
• Instructional Guides
• Equipment User Guides
• Program of Instructions
• Training Materials
• Installation Posters
• Diagrams

Technical Documentation
• Technical Manuals
• Depot Maintenance Manuals
• Equipment User Guides
• Review of Commercial Manuals
• Technical Manual Plans
• Technical Manuals Quality Plans
• Operations Guides

Technical Records
• Engineering Guides
• Test Plans
• Test Reports
• Technical White Papers
• Technical Reports
• Life Cycle Supportability Plan
• Supportability Plan
• Software Documentation
• Performance Specification
• Analysis of Alternatives

Record Keeping

Documenting routine meetings, significant decisions, and progress on program events establishes a clear and logical evolution for the program's progress.

Benefits

• Appropriate documentation
• Keep stakeholders informed
• Keep program moving forward
• Cohesive teaming
• Comprehensive program documents
• Schedule stays on track
• Consistent records
• Credibility
• Presents project status to stakeholders
• Clear record of events
• Documentation that establishes a baseline
• Concise reporting
• Accurate data

Approved for Public Release

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